

**Return to:  
UC Berkeley School of Law  
Office of the Registrar  
270 Simon Hall**

Email: registrar@law.berkeley.edu  
Phone: (510) 642-2278  
Fax: (510) 642-2277

## **ACADEMIC RULES PETITION**

FALL 20\_\_\_\_

SPRING 20\_\_

Name \_\_\_\_\_ Cal ID# \_\_\_\_\_  
PRINT      Last                  First                  Middle

Circle year:    1    2    3    JSD    JSP    Email Address:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **OVERLOAD/UNDERLOAD**

A standard course load consists of 10-16 units. You may not enroll for fewer than 10 units or more than 16 without obtaining prior permission from the Dean of Students. You should average 13.5 units to complete the 85 units required for graduation.

**OVERLOAD:** An acceptable overload consists of 17 units and requires an explanation of the reasons for your request. A student cannot take more than 17 units in a semester per ABA guidelines.

**UNDERLOAD:** You must complete 6 semesters of 10 units or more to graduate. If you are petitioning to enroll in less than 10 units, explain your reasons for requesting an underload below or on an attached sheet.

Number of total units requested: \_\_\_\_\_

Reasons (you may attach a statement): \_\_\_\_\_

## **WAIVER OF ACADEMIC RULE**

I wish to apply for a waiver of the following Academic Rule:

Reasons (you may attach a statement):

---

---

**J.D. STUDENTS MAY NOT TAKE MORE THAN 18 UNITS OF NON-LAW/NON-CLASSROOM COURSES.**

What is the total number of non-law school units and non-classroom (295-299, Journals, Externships, Board of Advocates and Competitions, and independent study) units you have taken overall? \_\_\_\_\_

**RECEIVE CREDIT FOR NON-LAW COURSE on UC Campus or for JOINT DEGREE**

You may petition to receive a maximum of 8 units toward the J.D. for courses outside the Law School. Joint Degree students may receive up to 10 units (see Joint Degree section, below). Any credit received will be counted in the maximum 18 units allowed for non-law/non-classroom credit. You must enroll in the course for a grade and receive at least a B. Courses taken outside the Law School will not be counted toward academic distinctions or Order of the Coif.

**Non-Law courses:** You may petition to receive credit for graduate courses outside the Law School. You must attach a statement demonstrating a specific curricular or professional connection between the course and the J.D. program. In some cases, the credit received may be less than that granted by the campus department. Generally, no credit will be granted for 290 series courses outside the Law School.

**Foreign Language:** You may petition to receive credit for foreign language study under the following guidelines: 1) You must attach a statement demonstrating a specific curricular or professional connection between the language and the J.D. program, listing all previous university level coursework in the language and the number of language credit received thus far for the J.D.; 2) The course must be at an intermediate or advanced level; no credit will be given for beginner courses; 3) The course must concentrate on the development of conversation and/or written skills; 4) The number of units credited towards the J.D. will usually amount to half the units granted by campus. No self-paced language courses will obtain J.D. credit.

Campus department: \_\_\_\_\_

Course number, title, units, semester: \_\_\_\_\_

**Joint Degree:** Students enrolled in approved joint degree programs will receive up to 8-10 units credit for coursework in their joint degree program. These units will count as the maximum allowed units from outside the Law School, and will count in the overall 18-unit cap on non-law, non-classroom units (See Dean Hirshen).

I am requesting 8-10 units from (Joint Degree Program): \_\_\_\_\_

---

**COURSE AT ANOTHER ACCREDITED LAW SCHOOL/PROGRAM**

Enroll in a Course or Program at Another Law School: Students may petition to receive credit for work at other accredited law schools by demonstrating good cause for the request. Examples of good cause are: the student wishes to enroll in a course at another law school while on externship outside the Bay area; the student wishes to enroll in a course that is not generally offered at Berkeley Law; or the student wishes to enroll in a Study Abroad program that will offer courses not available at Berkeley Law. Please attach a statement of your reasons for this request. These units may be counted in the maximum of 18 units allowed for non-law/non-classroom credit. Students must enroll in the course for a grade and receive at least a C. For Study Abroad programs, students must enroll for a grade and receive at least a B. Courses taken at other institutions will not be counted toward academic distinctions or Order of the Coif. Berkeley Law's Academic Rules apply to courses taken through other institutions. Requests to take classes at another law school will not be granted during a student's last semester. Please consult the Dean of Students prior to the start of the semester.

Name of Law School: \_\_\_\_\_

Course number, title, units: \_\_\_\_\_

---

This Petition is GRANTED/DENIED.

The student has been notified:

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

By: \_\_\_\_\_

Annik Hirshen, Dean of Students or designee

Recorded: \_\_\_\_\_

Date: \_\_\_\_\_

Carol Rachwald, Registrar